



CALIFORNIA

Technician/AGR Administrative Instruction

National Guard Technicians - CAL NG Active Guard/Reserve

MILITARY DEPARTMENT

P. O. BOX 269101
Sacramento, CA 95826-9101

NUMBER

03-10

4 April 2003

EXPIRATION 30 JUNE 2003

THRIFT SAVINGS OPEN SEASON

15 APRIL – 30 JUNE 2003

1. The next Thrift Savings Plan (TSP) open season begins 15 April 2003 and ends 30 June 2003. During open season, employees covered by Federal Employees Retirement System (FERS) may elect to contribute to the TSP up to 13% of the basic pay they earn each pay period; employees covered by the Civil Service Retirement System (CSRS) may elect to contribute up to 8% of the basic pay they earn each pay period.

2. To make a contribution election, complete Form TSP-1, Election Form, and forwarded it to the Directorate of Human Resources (Box 37), P.O. Box 269101, Sacramento, CA 95826-9101. **Faxed copies will not be accepted. Election forms must be in the Human Resources Office (HRO) by close of business 30 June 2003.** Election forms received after 30 June 2003 will be returned without action. If you have a remote designee at your facility, please complete your election form in a timely manner to allow for mailing to the Directorate of Human Resources to meet the 30 June 2003 suspense. The effective date of your election depends on the date received in HRO:

| Date Received | Effective Date |
|-----------------|----------------|
| 15 APR – 31 MAY | 1 JUN 2003 |
| 1 JUN – 15 JUN | 15 JUN 2003 |
| 15 JUN – 29 JUN | 29 JUN 2003 |
| 30 JUN | 13 JUL 2003 |

4. You may invest in any of the five TSP investment funds. To change the investment of future contributions to your TSP account, you must request a contribution allocation. To change the investment of money already in your account, you must request an interfund transfer. To request a contribution allocation or an interfund transfer, use the TSP web site at www.tsp.gov, the ThriftLine, (504) 255-8777, or Form TSP-50, Investment Allocation.

5. TSP benefits that apply to members of the military who have been activated and return to Federal service are as follows:

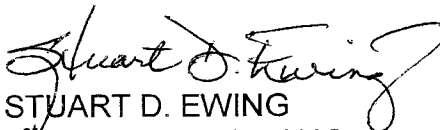
a. You may makeup contributions to your civilian TSP account for the period of time you missed as a result of your military service. The amount of these contributions will be determined by your TSP contribution election that was in effect immediately before your entry into military.

b. You may make a retroactive contribution election to terminate the contributions **or retroactive contribution election(s) for any open season that occurred during your military service.**

6. **Remember** – for employees covered under FERS, TSP is the most important part of your retirement. Without your TSP contributions and matching funds, your retirement annuity most likely will not be sufficient to meet your needs in retirement.

7. The booklet, Summary of the Thrift Savings Plan for Federal Employees, describes TSP in detail and contains additional information concerning contribution, election, contribution allocations, and interfund transfers. The latest version of this booklet is dated May 2001 and is also on the TSP web site. If you need additional information, contact Nancy Hamilton at CAGNET 63411, DSN 466-3411 or (916) 854-3411.

FOR THE ADJUTANT GENERAL:



STUART D. EWING

1st Lieutenant, CA ANG

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